

How Do I Reallocate a Position

NOTE: Only agencies with Delegated Classification Authority may reallocate regular positions. All other agencies should contact the Division of Personnel Services.

SCENARIO: Reallocate a Vacant Position

STEP 1:	Select the menu hyperlinks in the following order: Organizational Development, Position Management, Maintain Positions/Budgets, Add/Update Position Info
Expected Results:	You should now see the Add/Update Position Info search page.
STEP 2:	Type the Position Number in the " Position Number " field and then click on the Search button.
Expected Results:	The Description page opens.
STEP 3:	Click on the Plus button to add a new row.
Expected Results:	A new row will display with today's date in the "Effective Date" field.
STEP 4:	Type the Date that the new position begins in the " Effective Date " field.
Expected Results:	The effective date will display and the cursor will move to the "Reason" field.
STEP 5:	Click on the Magnifying glass button next to the "Reason" field.
Expected Results:	The Lookup Reason dialogue box will display.
STEP 6:	Type Reall% in the "Description" field and then click Lookup .
Expected Results:	The reason codes for reallocations will display.
STEP 7:	Use the hyperlinks to choose the appropriate reason.
Expected Results:	The Reason code will display in the "Reason" field.
STEP 8:	Hit Tab.
Expected Results:	The Reason will display.
STEP 9:	Type the new Job Code for this position and hit Tab.
Expected Results:	The job title, salary information, work period and standard hours will display.
STEP 10:	Click the Save button.
Expected Results:	The Save message will flash briefly on the screen.